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**PROCEDURES**

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**OFFICE OF NEW DRUGS****External Recruitment (Civil Service)**

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**Table of Contents**

<b>PURPOSE.....</b>	<b>1</b>
<b>BACKGROUND .....</b>	<b>1</b>
<b>RESPONSIBILITIES .....</b>	<b>2</b>
<b>PROCEDURES .....</b>	<b>3</b>
<b>REFERENCES.....</b>	<b>5</b>
<b>DEFINITIONS .....</b>	<b>6</b>
<b>EFFECTIVE DATE.....</b>	<b>7</b>
<b>ATTACHMENT 1: EXTERNAL RECRUITMENT IN OND FLOWCHART .....</b>	<b>8</b>

**PURPOSE**

This MAPP describes the procedures to be used by the Office of New Drugs (OND) Program Management and Analysis Staff and OND management officials when it is the intent of the organization to fill a position with highly qualified individuals through external recruitment procedures.

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**BACKGROUND**

OND is responsible for ensuring that safe and effective drugs and biologics are available to the American people. The recruitment and hiring of highly qualified individuals is a vital component in helping the organization achieve this public health mission. External search methods used by OND to identify highly qualified candidates are **vacancy announcements** and **targeted recruiting**. The primary hiring mechanisms used by OND include: Direct Hire Authority, Excepted Appointment, and Competitive or Noncompetitive selection(s) from a **Certificate of Eligibles (Cert)**. Candidates selected to clinical/medical, scientific, regulatory, or administrative positions can be placed into **Career Conditional**, **Career**, or **Excepted Appointments**.

External recruitment activities must comply with applicable Office of Personnel Management (OPM), Departmental, FDA, and Center for Drug Evaluation and Research (CDER) policies and regulations.

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**RESPONSIBILITIES****Hiring Manager**

After a determination has been made to fill a vacant position through external recruitment, the hiring manager (HM) will:

- Determine whether the vacancy will be filled by a vacancy announcement or through targeted recruiting
- Determine the appropriate position description, discipline, grade level, series, staffing requirements, qualification requirements, among others
- Initiate the external candidate search process if targeted recruiting is planned
- Review the **job analysis** and identify **subject matter expert(s)** as appropriate for positions to be filled through the use of vacancy announcements
- Review draft vacancy announcements for accuracy and provide final approval for posting
- Review all resumes received to identify prospective candidates for subsequent **preliminary qualification analysis** (PQA) to be conducted by the administrative officer (AO).
- Conduct interviews with prospective candidates whose qualifications have been reviewed
- Conduct formal reference checks of prospective candidates
- Forward recommendations for the selection of candidates to the selecting official (second-level supervisor) for signature on the Cert

**Administrative Officer**

It is the responsibility of the servicing AO to facilitate the entire external recruitment process.

To facilitate the external recruitment process, the servicing AO will:

- Collect resumes generated from targeted recruiting (e.g., journal advertisements and/or newspapers, participation in professional meetings and job fairs, referrals), review resumes, and refer to the HM for consideration
- Forward Cert(s) generated from vacancy announcements to the HM for consideration

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- Perform PQA after prospective candidates have been identified by the HM; assist the HM with the determination of the grade level of the position
  - Participate in the interview process by meeting with prospective candidate(s) to provide information on the Federal hiring process
  - Communicate to prospective candidate(s) when the hiring process is initiated and to request required documentation (e.g., transcripts, diplomas, current pay stubs, medical licenses, board certification(s))
  - Prepare the appropriate personnel action based on position and appointment type (refer to the OND Personnel Desk Aid for action types; see the References section)
  - Follow up with the candidate throughout the hiring process to provide status updates
  - Initiate on-boarding activities (e.g., space request, eArrive)

### **Clerical Support**

When a prospective candidate has been invited to interview with an OND organization, the clerical support will:

- Contact candidate(s) to schedule an interview and prepare necessary travel arrangements
- Provide interview schedules to interview participants
- Email interview information to candidate(s) including interview schedule, travel arrangements, building security process, and pertinent contact information
- Follow up with candidate(s) within 5 business days after interview (if travel was required) to process any travel reimbursements

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### **PROCEDURES**

After an OND organization has identified the need to fill a position using external recruitment, the HM should initiate the recruitment process by consulting with his or her servicing AO to determine the appropriate position description, discipline, grade level, series, staffing requirements, and qualification requirements of the vacant position. The HM, in conjunction with the servicing AO and supervisory AO, should determine the appropriate external candidate search method.

### **Vacancy Announcements**

- The servicing AO should prepare a recruit action and gather the required supporting documentation (refer to the OND Personnel Desk Aid).
- The servicing AO should submit the recruit action through the OND Human Resources (HR) Liaison and CDER HR Liaison for content review, clearance, and submission to the Office of Human Resources (OHR). The OND HR Liaison and CDER HR Liaison will receive a draft vacancy announcement from the OHR. The OND HR Liaison should forward the draft vacancy announcement to the requesting servicing AO for HM review and comment. After review, the draft vacancy announcement should be forwarded back for posting to the OHR through the OND HR Liaison and CDER HR Liaison with revisions, if needed, along with the proposed opening and closing dates for the announcement.<sup>1</sup>
- After the vacancy announcement has closed, the Cert will be issued and forwarded through the OND HR Liaison and CDER HR Liaison to the requesting office for HM consideration. The HM should review the Cert and coordinate with his or her clerical support staff to schedule interviews. (Note: Interview participants should include at a minimum the HM, subject matter expert(s), and servicing AO.)
- The clerical support staff should contact the prospective candidate(s) to schedule interviews and coordinate travel arrangements, as appropriate. When travel arrangements are necessary, the clerical support staff should prepare the required travel authorizations. The clerical support staff should follow up with the prospective candidate(s) within 5 business days of the interview (if travel was required) to initiate the travel reimbursement process.
- After all interviews are complete, the HM recommends candidates to the selecting official (second-level supervisor) for final concurrence and signature. After the selecting official's signature is obtained, the servicing AO should forward the Cert through the OND HR Liaison and CDER HR Liaison to the OHR.

### **Targeted Recruiting**

- The HM, in conjunction with the servicing AO, should determine the appropriate method (e.g., journal advertisements, newspapers, professional meetings, referrals) to be used for obtaining prospective candidates. The servicing AO should prepare a position advertisement and forward it to the HM for review and clearance. After

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<sup>1</sup> After the final version of the vacancy announcement is posted on the USAJOBS Web site, the requesting office may elect to post the vacancy announcement on FDA Notices.

clearance, the servicing AO should forward the advertisement to the OND HR Liaison for approval.<sup>2</sup>

- The servicing AO should collect resumes received from interested candidates and forward them to the HM for consideration. When prospective candidates are identified, the HM should provide the servicing AO with the candidate's curriculum vitae for PQA. It is recommended that the servicing AO consult with his or her office-level AO and supervisory AO to verify the PQA.
- After the PQA is complete, the HM should coordinate with his or her clerical support staff to schedule interviews for prospective candidates. (Note: Interview participants should include at a minimum the HM, subject matter experts, and the servicing AO member.)
- The clerical support staff should contact the prospective candidate(s) to schedule interviews and coordinate travel arrangements, as appropriate. When travel arrangements are necessary, the clerical support staff should prepare the required travel authorizations. The clerical support staff should follow up with the prospective candidate(s) within 5 business days of the interview (if travel was required) to initiate the travel reimbursement process.
- After all interviews are complete, the HM may select a candidate and provide the servicing AO with the name of the selected candidate and approval to move forward with the recruitment process. The servicing AO should determine the most appropriate external recruitment mechanism and initiate the hiring process. The servicing AO should refer to the OND Personnel Desk Aid for processing instructions.

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## **REFERENCES**

- The OND Personnel Desk Aid located on the Program Management and Analysis Staff intranet Web page
- External Recruitment (Civil Service) — Frequently Asked Questions located on the OND Personnel Desk Aid intranet Web page
- OPM ([www.opm.gov](http://www.opm.gov))

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<sup>2</sup> For journal and newspaper ads, the servicing AO should prepare a position advertisement for review and clearance from the HM and OND HR Liaison. After clearance, the servicing AO should coordinate posting of the advertisement.

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**DEFINITIONS**

**Administrative Officer (AO)** — the individual responsible for all administrative management functions within a designated program area.

**Career Appointment** — a permanent appointment in the competitive service of a person who has completed the required period of creditable, substantially continuous service (normally 3 years).

**Career Conditional Appointment** — a permanent appointment in the competitive service of a person who has not completed the required period of creditable, substantially continuous service (normally 3 years).

**Certificate of Eligibles (Cert)** — a list of candidates who have been deemed qualified for a position through the assessment process and who may be selected for interview and/or be hired in accordance with Federal personnel regulations.

**Competitive Hiring** — a career or career conditional hiring authority used to fill a position by adhering to a merit system where the best-qualified candidates are chosen based on an open competition application process.

**Direct Hire Authority** — an appointing (hiring) authority that OPM can give to Federal agencies for filling vacancies when a critical hiring need or severe shortage of candidates exists.

**Excepted Appointment** — a noncompetitive hiring authority that enables Federal agencies to hire individuals under time-limited appointments, when it is infeasible or impractical to use traditional competitive hiring procedures.

**Hiring Manager** — the first-level supervisor of the vacant position to be filled.

**Job Analysis** — a process used to identify the competencies, knowledge, skills, and abilities needed to perform a job. It is a systematic procedure for gathering, documenting, and analyzing information about the content, context, and requirements of a position.

**Noncompetitive Hiring** — a hiring authority or appointment, without competition, based on prior Federal service (e.g., promotion, reassignment, transfer, reinstatement).

**OND Personnel Desk Aid** — a Web-based resource that provides guidance on the processing of personnel actions, instructions on Capital Human Resources data entry, and personnel action checklists that detail supporting document requirements.

**Preliminary Qualification Analysis (PQA)** — a process that involves the review of a prospective candidate's minimum qualification requirements (e.g., education, citizenship, professional certification, licensure, level of experience) to determine whether the candidate qualifies for the occupational series of the job offered.

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**Selecting Official** — the individual responsible for making the final hiring decision. Also known as the *second-level supervisor*.

**Subject Matter Expert** — an individual within a department or agency who is thoroughly familiar with a given topic and can provide expert input regarding a job, skills, and other qualities required of a job applicant.

**Targeted Recruiting** — a process for identifying prospective candidates for an available position through nontraditional means (e.g., journal advertisements, newspapers, professional meetings, referrals).

**Vacancy Announcement** — a job posting that describes the skills and experience required of candidates for an available position along with other relevant information, such as salary and application procedures.

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#### **EFFECTIVE DATE**

This MAPP is effective upon date of publication.

## ATTACHMENT 1: EXTERNAL RECRUITMENT IN OND FLOWCHART

